DOCUMENT RESUME

ED 215 523 EC 142 183

TITLE	Project Employability: Employability Assessment Instrument.
INSTITUTION	East Central Ohio Special Education Regional Resource Center, Dover.
SPONS AGENCY	Ohio State Dept. of Education, Columbus. Div. of Research, Planning, and Evaluation.
PUB DATE	Aug 81
NOTE	162p.; For related documents, see EC 142 180-186.
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	Check Lists; *Employment Potential; Evaluation Methods; High Schools; *Job Skills; *Mild Mental Retardation; *Moderate Mental Retardation; *Student Evaluation
IDENTIFIERS	*Project Employability

ABSTRACT

The Employability Assessment Instrument, third in a series of six, is designed to measure a student's level of employability in relation to 55 community jobs selected as part of Project Employability (Ohio), a program designed to meet the employability needs of low functioning educable and high functioning trainable mentally retarded high school students. The instrument contains the following components: student profile to measure current level of functioning in 21 employability skills, criterion referenced checklist with operational definitions for each of 10 levels of performance for the 21 employability skills, job entry level profile which indicates the minimum level of performance expected for success in a specific community job, and job entry level statistics. The Employability Assessment Instrument determines a student's level of performance, predicts a student's expected degree of success for each of 55 selected community jobs, and determines the general cluster of jobs in which a student may achieve success. (SB)

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PROJECT EMPLOYABILITY

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EMPLOYABILITY ASSESSMENT INSTRUMENT

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August 1981

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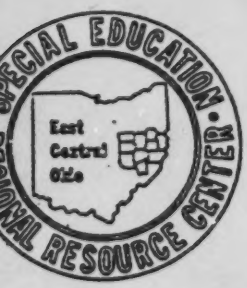
PROJECT

EMPLOYABILITY



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The activity which is the subject of this report was supported in whole or in part by the United States Department of Education, through the Ohio Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the United States Department of Education or the Ohio Department of Education, and no official endorsement by the United States Department of Education or the Ohio Department of Education should be inferred.

Project Employability was developed with funds allocated under ESEA Title IV-C, through the Ohio Department of Education, Division of Planning and Evaluation, and Project No. 0061-4C-81-D-3 originally submitted under the title "Employability Assessment and Training for Educationally Handicapped High School Students."

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ACKNOWLEDGEMENTS

We wish to express appreciation to the East Central Ohio Special Education Regional Resource Center (ECO SERRC) Governing Board and the Tuscarawas County Board of Education as fiscal agent for continued support, cooperation, and assistance.

We also wish to express appreciation to the following:

The Task Force which developed the Employability Assessment Instrument for student assessment.

Mike Butkus	Ohio Bureau of Vocational Rehabilitation
Lavone L. Debnar	Jefferson County Schools
Mary Anne Duckworth	Caldwell Exempted Village Schools
William Farms	Guernsey County Schools
Vickey Finnicum	Ohio Bureau of Vocational Rehabilitation
Jim Gallagher	Jefferson County Schools
Elaine Gustetic	Ohio Bureau of Vocational Rehabilitation
Larry Holland	Zanesville City Schools
Tom Kellar	Ohio Bureau of Vocational Rehabilitation
Bruce Keller	Muskingum County Schools
Tom Lackman	Edison Local Schools
Ruth Rausch	Dover City Schools
Greg Scalzi	Martins Ferry City Schools
Robert Willis	Bellaire City Schools
Bob Wolf	Muskingum County Schools
Murrie Zlotziver	Buckeye Joint Vocational School

The Task Force which field tested the Employability Assessment Instrument.

Susan Brehl	Hopewell Workshop
Hugh Colopy	Coshocton City Schools
Winifred Drumm	Tuscarawas County Starlight School
Mary Jane Leo	Garaway Local Schools
Steve Lowe	Guernsey County Golden Rule School
Donna Merrill	Tuscarawas County Starlight School
Jeff Oblak	Buckeye Local Schools
Tim Rankin	Buckeye Local Schools
Ruth J. Royal	Jefferson County School of Bright Promise
Jeff Strong	Holmes County Training Center
Mary Lue Zascavage	Jefferson County School of Bright Promise

The Community Communications Council which advised and provided an information interphase.

Joan Bell	Mingo Junction
Ruth Ann Campbell	Steubenville
Lavone L. Debnar	Jefferson County Schools
Leon Force	Tuscarawas County Board of Mental Retardation
Bob Grueser	Caldwell Exempted Village Schools

Bruce Keller	Muskingum County Schools
Sister Kevin	St. John's Villa
Tom Lackman	Edison Local Schools
Ken McDonough	Coshocton City Schools
Neil Nixon	Indian Creek Local Schools
Kathleen Peterson	Steubenville City Schools
Robert Roller	Tuscarawas County Board of Mental Retardation
Greg Scalzi	Martins Ferry City Schools
Sara Swingle	Muskingum County Joint Vocational School
Georgia Trakas	Harrison Hills City Schools
Sarah Woodward	Steubenville
Ned Woolums	Jefferson County Schools

The University Consultants, who assisted with methodology design, and research validation measures.

Jerald F. Etienne, Ed.D.	Department of Special Education
Alfred D. Garvin, Ph.D.	Department of Educational Research
Roger Stuebing	Behavioral Sciences Laboratory

(The University of Cincinnati)

The External Consultants, who critiqued the product.

Jerry Green	Claymont City Schools
Art Merchant	Kent State University
Barbara Watkins	Tuscarawas County Schools

The ECO SERRC Staff, which assisted in critical analysis of developmental stages and products.

Joseph Jackson
Sarah Jamison
James Martinek
Julia Thompson
Jerry Whittaker

The secretary to the project, for her dedication and professionalism in every aspect of this product development.

Marilyn Young

To all these persons we are most grateful.

Lewis P. Burrell, Ed.D.
Robert L. Talarico

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EMPLOYABILITY ASSESSMENT INSTRUMENT

INTRODUCTION

A. GENERAL

Project Employability, comprised of six related products, was developed to meet the employability needs of handicapped students with poor or no success in job placement. This target population is defined in Ohio as low-functioning Educable Mentally Retarded (EMR) and high-functioning Trainable Mentally Retarded (TMR). Within the American Association on Mental Deficiency (AAMD) definition, this population would include children within the high-moderate to low-mild range of retardation. Although these products have been field-tested and validated with this specific population, in design they will accommodate a broader range of retarded students as well as students with other handicaps who may function at a low employability level.

The Employability Assessment Instrument is an evaluation system designed to measure a student's level of employability in relation to 55 selected community jobs.

B. ORGANIZATION OF EMPLOYABILITY ASSESSMENT INSTRUMENT

The Employability Assessment Instrument contains the following components:

1. Student Profile

The Student Profile was designed to measure the student's current level of functioning in twenty-one employability skills. These measures will indicate when a student is ready for employment. Evaluation with this instrument should be performed by professionals who know the students personally. Classroom teachers could assess their own students with a high degree of reliability.

2. Criterion Referenced Checklist

The Criterion Referenced Checklist contains operational definitions for each of the ten levels of performance for all twenty-one employability skills. The addition of the operational definitions enhances the reliability of the Student Profile scales. This checklist is used in conjunction with the Student Profile.

3. Job Entry-Level Profile

This profile is an indication of the minimal level of performance expected for success in a specific community job. The twenty-one employability skills used in the Student Profile were also used to establish minimal job entry-level profiles. This handbook contains 55 Job Entry-Level Profiles selected from over 300 community jobs. Appendix A contains a complete list of all the community jobs.

4. Job Cluster Profile

The 55 community jobs were separated into four groups or clusters. Each cluster contains a number of jobs requiring similar entry-level skills. There is approximately one performance level differentiation between each of the clusters.

C. EXPECTED OUTCOMES

By using each component of the Employability Assessment Instrument, a person can expect to (1) determine a student's level of performance, (2) predict a student's expected degree of success for each of 55 selected community jobs, and (3) determine the general cluster of jobs in which a student may achieve success.

D. IMPROVING STUDENT PERFORMANCE

A separate product, the Employability Curriculum, is available for employability instruction. Instruction with this curriculum significantly improved the employment potential of experimental groups of students. The curriculum is cross-referenced to each of the twenty-one employability skills and contains major goals and objectives across ten levels of twenty-one employability skills. Refer to the Employability Curriculum for more details.

E. VALIDITY AND RELIABILITY OF THE CRITERION REFERENCED EMPLOYABILITY ASSESSMENT INSTRUMENT

The validity of the twenty-one employability skill measures used in the project depends on two sources of authority. All but three of these measures (the academic skills) were cited by Peterson and Jones in Guide To Jobs For The Mentally Retarded as being crucial to the employability of educable mentally retarded students. The three academic skills added were specified by a panel of special education supervisors and administrators from three Ohio regional centers as being necessary for employability.

The reliability of these twenty-one scales was enhanced by providing an operational definition for each of the ten points on each of the twenty-one scales. Each of the 55 community job profiles involved in the project was devised across the twenty-one scales described by a joint task force of five community employers, five vocational rehabilitation counselors, and five work-study coordinators. The validity of these profiles depends on the expertise of the members of that task force. The reliability of these profiles is evidenced by the fact that there was complete consensus within this task force on each of the twenty-one points on each of the 55 profiles. The instrument was further field-tested in four school districts, resulting in an inter-rater reliability measure with a median coefficient of .94.

Lewis P. Burrell, Ed.D.
August, 1981

EMPLOYABILITY ASSESSMENT INSTRUMENT

WHAT IS IT?

The Employability Assessment Instrument was designed to measure a student's level of functioning in 21 employability skills. The instrument was referenced to a criterion referenced checklist with operational definitions. Thus, a student may be measured in each of 21 skill areas and the scores recorded on a student profile. The student profile may then be matched with 55 community job profiles to determine the employment readiness of the student.

HOW IS IT USED?

The Employability Assessment Instrument may be used with students in two ways as follows:

1. By matching the student profiles with the 55 community job profiles, the jobs for which students qualify are identified. Any student can then be advised as to his/her particular job preparedness, and make decisions about a future job or occupation.

2. If a community employer calls the school placement coordinator requesting a trainee, the profiles of the students could be matched with that particular job profile to select those most qualified. In such an event, the coordinator could in turn place those students who are prepared for placement in the community job market.

The two most important advantages of the Employability Assessment Instrument are the mechanics of the assessment itself and the direct link of the assessment to the Employability Curriculum. By being able to assess student needs early, instructional strategies can be planned which will lead to more students acquiring jobs.

DEFINITION OF EMPLOYABILITY SKILLS

Skill Area	Skill Number	Skill	Skill Description
SOCIAL SKILLS	SS 1	SELF-EXPRESSION	able to communicate, i.e. transmit and receive information in a manner conducive to employment
	SS 2	SOCIABILITY	interacts with fellow employees and the public in a friendly and positive manner
	SS 3	WORK INDEPENDENCE	can work without supervision or guidance
	SS 4	APPEARANCE	exhibits cleanliness, neatness, and positive mannerisms
	SS 5	TEAMWORK	able to work with others in the performance of job responsibilities
TIME FACTORS	TF 6	PACE	perform at a consistent and desirable rate of speed
	TF 7	ATTENDANCE	demonstrates reliability in meeting job assignments and schedules
	TF 8	TIMING	able to conceptualize time and fulfill time requirements
PERFORMANCE SKILLS	PS 9	SIMULTANEITY	able to perform more than one activity at the same time
	PS 10	ACCURACY	understands task requirements and is able to perform within an acceptable margin of error
	PS 11	DEXTERITY	able to perform gross and fine motor movements required to complete a specific task
	PS 12	CHOICES	Demonstrates ability to recognize alternatives and select the appropriate option
	PS 13	DIRECTION	able to follow instructions to the completion of a task
	PS 14	MEMORY	able to remember and recall facts and events in a manner which is conducive to task performance
	PS 15	CAUTION	ability to recognize safety hazards and to exercise precaution in preventing accidents
TOLERANCE	T 16	REPETITIVENESS	able to repeat a task as often as necessary without loss of productivity
	T 17	PERSEVERANCE	able to stay with and complete a task despite distractions and interruptions, or discouragements
	T 18	STAMINA	demonstrates physical endurance necessary to perform required tasks
ACADEMIC	A 19	READING LEVEL	demonstrates a level of reading required to perform a job task
	A 20	MATH SKILLS	demonstrates a level of math skills required to perform a job task
	A 21	WRITING SKILLS	demonstrates a level of writing skills required to perform a job task

CRITERION REFERENCED CHECKLIST: SHORT FORM

SS 1. SELF EXPRESSION
1-Unresponsive
2-Unintelligible
3-Nonverbal Response
4-Limited Verbal Response
5-Answers Questions
6-Makes Statements
7-Asks Questions
8-Initiates Conversation
9-Socially Expressive
10-Communicative

SS 2. SOCIABILITY
1-Antisocial
2-Ignores Others
3-Somewhat Inhibited
4-Reserved
5-Responsive to Friends
6-Responsive to Strangers
7-Interacts with Peers
8-Interacts with Adults
9-Outgoing
10-Sociable

SS 3. WORK INDEPENDENCE
1-Constant Supervision
2-Close Supervision
3-Moderate Supervision
4-Occasional Supervision
5-Monitored
6-Limited Dependability
7-Moderate Dependability
8-Consistent Dependability
9-Independent
10-Self Directed

SS 4. APPEARANCE
1-Squalid
2-Slovenly
3-Unkempt
4-Untidy
5-Clean
6-Presentable
7-Acceptable
8-Neat
9-Well-Groomed
10-Fashionable

SS 5. TEAMWORK
1-Uncooperative
2-Disruptive
3-Self-Centered
4-Loner
5-Follower
6-Helper
7-Communicates Socially
8-Works for Common Goals
9-Cooperative
10-Productive

TF 6. PACE
1-Nonperforming
2-Substandard
3-Erratic
4-Inconsistent
5-Slow Pace
6-Fairly Consistent
7-Moderate
8-Systematic
9-Steady
10-Adept

TF 7. ATTENDANCE
1-Always Absent
2-Not Reliable
3-Usually Absent
4-Frequently Absent
5-Inconsistent
6-Absent with Question
7-Absent with Reason
8-Seldom Absent
9-Reliable
10-Perfect Attendance

TF 8. TIMING
1-Unaware of Time
2-Unrealistic Concept of Time
3-Some Awareness of Time
4-Awareness of Time
5-Some Awareness of Time Requirements
6-Awareness of Time Requirements
7-Often Fails to Meet Time Requirements
8-Sometimes Fails to Meet Time Requirements
9-Generally Meets Time Requirements
10-Always Meets Time Requirements

PS 9. SIMULTANEITY
1-Discoordinate
2-One Task with Supervision
3-One Task Alone
4-Two Tasks with Total Assistance
5-Two Tasks with Partial Assistance
6-Two Tasks Alone
7-Three Tasks with Total Assistance
8-Three Tasks with Partial Assistance
9-Three Tasks Alone
10-Fluid

PS 10. ACCURACY
1-No Accuracy
2-Unaware of Standards
3-Unaware of Mistakes
4-Corrects Mistakes When Shown
5-Corrects Some Mistakes on Own
6-Corrects Most Mistakes on Own
7-Improves Accuracy with Help
8-Tries to Improve on Own
9-Corrects Own Mistakes
10-Perfect Accuracy

PS 11. DEXTERITY
1-Uncoordinated
2-Clumsy
3-Awkward
4-Impeded
5-Gross-Motor
6-Fine-Motor
7-Agile
8-Adept
9-Proficient
10-Deft

PS 12. CHOICES
1-Nondiscriminating
2-Passive
3-Aware
4-Indecisive
5-Procrastinating
6-Relies on Others
7-Reluctant
8-Hesitant
9-Self-Directed
10-Discriminating

PS 13. DIRECTION
1-Unable to Follow
2-Resistive/Oppositional
3-Imitative
4-Simple Directions With Reinforcement
5-Follows Simple Directions
6-Moderately Difficult with Reinforcement
7-Follows Moderately Difficulty Directions
8-Complex Directions with Assistance
9-Follows Complex Directions
10-Follows Very Complex Directions

PS 14. MEMORY
1-No Recall
2-Recall with Cues
3-Immediate Recall of Events
4-Immediate Recall of Facts
5-Immediate Recall of Sequences
6-Long-Term Recall with Cues
7-Long-Term Recall of Events
8-Long-Term Recall of Facts
9-Long-Term Recall of Sequences
10-Retains Information

PS 15. CAUTION
1-Reckless
2-Rush
3-Heedless
4-Impetuous
5-Neglectful
6-Deliberate
7-Wary
8-Careful
9-Prudent
10-Vigilant

T 16. REPETITIVENESS
1-Off Task
2-No Attention Span
3-Seldom Stays on a Task
4-Occasionally on Task
5-Infrequently on Task
6-Frequently on Task
7-Generally Does Job
8-Continually Does Job
9-Consistently on Task
10-Always on Task

T 17. PERSERVERANCE
1-Doesn't Try
2-Highly Distractable
3-Restless
4-Distractable
5-Generally on Task
6-Attentive
7-Interested
8-Determined
9-Relentless
10-Persistent

T 18. STAMINA
1-Physically Intolerant
2-Easily Fatigued
3-Exhausted
4-Weary
5-Sluggish
6-Sporadic
7-Alert
8-Lively
9-Vigorous
10-Endurance

A 19. READING LEVEL
1-Nonreader
2-Identifies Letters
3-Phonetic Skills
4-Reads Simple Words
5-Reads Simple Sentences
6-Interprets Simple Sentences
7-Interprets Complex Sentences
8-Comprehends Paragraphs
9-Interprets Sequences of Paragr
10-Functional Reader

A 20. MATH SKILLS
1-No Number Concepts
2-Counts by Rote
3-Size/Quantity Relationships
4-Identifies Numbers to Ten
5-Identifies Numbers to 100
6-Simple Addition/Subtraction
7-Two-Place Addition/Subtraction
8-Regrouping
9-Multiplication/Division
10-Functional Computation

A 21. WRITING SKILLS
1-Nonwriter
2-Illegible
3-Manuscript Alphabet
4-Makes Letters Correctly
5-Manuscript Words
6-Copy Cursive
7-Cursive Independent
8-Joins Cursive Letters
9-Legible Writer
10-Functional Writer

CRITERION REFERENCED CHECKLIST
OPERATIONAL DEFINITIONS

SS 1. SELF-EXPRESSION

1. UNRESPONSIVE: The student merely sits without facial expression, verbal response, or physical reaction to verbal or physical efforts to arouse him/her. The student may not even be aware of another person's presence.

2. UNINTELLIGIBLE: The student does respond to physical or verbal gestures, but usually cannot be understood. He/she may respond, but cannot communicate his/her point clearly to the instructor with either words or gestures.

3. NONVERBAL RESPONSE: The student responds to verbal or visual stimulation by physical reaction, i.e., nods head, shakes hands, makes facial expressions, etc.

4. LIMITED VERBAL RESPONSE: The student uses only a word or short phrase answers to verbal stimuli.

5. ANSWERS QUESTIONS: The student understands simple questions and gives a short appropriate verbal response.

6. MAKES STATEMENTS: The student can verbalize a complete idea or question, even though sentences may be fragmented and brief.

7. ASKS QUESTIONS: The student can ask intelligent questions using fairly complete sentence structure.

8. INITIATES CONVERSATION: The student starts conversation with little or no prompting, talks in short to medium sentences, gets point across most of the time.

9. SOCIALLY EXPRESSIVE: The student initiates conversations frequently and likes to talk. He/she enjoys talking with more than one person and expresses himself/herself well.

10. COMMUNICATIVE: The student can communicate with ease and clarity and is able to respond to others' ideas and communications.

SS 2. SOCIABILITY

1. ANTISOCIAL: The student refuses to interact with others. Attempts to force him/her to respond or interact are met with antagonism or belligerence.

2. IGNORES OTHERS: The student is withdrawn to the extent that attempts to interact socially with him/her are totally ignored.

3. SOMEWHAT INHIBITED: The student is shy and withdrawn. Attempts to engage in social interaction with him/her are usually unsuccessful.

4. RESERVED: The student is generally shy and somewhat withdrawn, but will respond when social interaction is initiated by others.

5. RESPONSIVE TO FRIENDS: The student communicates openly only with friends, but will respond to strangers when interaction is initiated by them.

6. RESPONSIVE TO STRANGERS: The student communicates openly with friends and strangers.

7. INTERACTS WITH PEERS: The student communicates openly with friends and strangers, but engages in social activities only within his/her peer group.

8. INTERACTS WITH ADULTS: The student communicates openly with friends and strangers and engages in social activities with both his/her peers and adults.

9. OUTGOING: The student is generally comfortable in any social or personal interaction and is considered to be friendly and personable by nearly everyone.

10. SOCIABLE: The student enjoys and actively seeks personal and social interaction with others. He/she is regarded as a leader by both peers and adults.

SS 3. WORK INDEPENDENCE

1. CONSTANT SUPERVISION: A student must always be supervised and constantly be given directions during the work activity.

2. CLOSE SUPERVISION: The student must always be in the supervisor's view while at the job station and must be frequently given directions during the work activity.

3. MODERATE SUPERVISION: The student must be supervised at regular and frequent intervals during the work activity.

4. OCCASIONAL SUPERVISION: The student must be supervised only at infrequent, variable intervals during the job activity.

5 MONITORED: The student works at the task without being supervised, but the work must be checked for accuracy after the task is completed.

6. LIMITED DEPENDABILITY: The student can accomplish some tasks that have a simple set pattern.

7. MODERATE DEPENDABILITY: The student can accomplish most of the tasks assigned that have a simple set pattern.

8. CONSISTENT DEPENDABILITY: The student is reliable in completing job assignments.

9. INDEPENDENT: The student will use his/her own judgment to complete inter-related tasks.

10. SELF DIRECTED: The student performs job-related tasks as a matter of habit and helps to coordinate his/her work with others.

SS 4. APPEARANCE

1. SQUALID: The student's visible body parts (i.e., face, hands, nails, hair, etc.) are dirty; his/her clothes are dirty, ill-fitting, and extremely worn and ragged.

2. SLOVENLY: The student's hair and nails are dirty; his/her clothes are soiled, ill-fitting, and very worn and ragged.

3. UNKEMPT: The student's hair is uncombed and shaggy; nails are dirty; his/her clothes are moderately soiled, worn, ill-fitting, and wrinkled.

4. UNTIDY: The student's hair is clean, but uncombed; his/her clothes are slightly soiled, worn, ill-fitting, and wrinkled.

5. CLEAN: The student's body and hair are clean, hair is combed; his/her clothes may be minimally worn and wrinkled and do not fit properly.

6. PRESENTABLE: The student's body and hair will be clean and hair combed; his/her clothes will be clean and fit properly, but may be somewhat worn or wrinkled.

7. ACCEPTABLE: The student's clothes are in good condition, clean, and pressed, though not always color-coordinated; the student's body and hair are clean with hair well-groomed.

8. NEAT: The student's clothes are in very good condition, clean, and pressed; the student has paid close attention to detail in his/her appearance with clean body and hair well-groomed.

9. WELL-GROOMED: The student's clothes are in new-like condition, clean, pressed, color-coordinated, and proper for the occasion or season; his/her hair is neatly combed and nails are clean and trimmed.

10. FASHIONABLE: The student's clothes are new or new-like, in the latest fashion or style, and color coordinated; hair is styled or coiffured; the proper amount of makeup is being worn, or facial hair is neatly trimmed.

SS 5. TEAMWORK

1. UNCOOPERATIVE: The student is just there, but doesn't do anything. He/she doesn't move or participate in any way. When the student does something, he/she may get in the way. He/she may do team things the opposite way, and the team would probably do better without him/her.

2. DISRUPTIVE: The student causes confusion on purpose and may irritate team members. He/she has a negative effect on the team, and it seems as if he/she always does the wrong thing.

3. SELF-CENTERED: The student wants attention and recognition. He/she works toward his/her own goals, thinks of himself/herself first, and may cause resentment on a team.

4. LONER: The student gets directions wrong or parts of them wrong. He/she tries to help the team, or his/her intentions are to help. He/she gets only the very simple directions correct, and this may not be consistent.

5. FOLLOWER: The student can consistently follow simple directions. Even in following directions he/she may not really help the team, but doesn't hinder the team either.

6. HELPFUL: The student is consistent in his/her actions with regard to the team. He/she contributes to team efforts and is considerate, frequently assisting members of the team when necessary.

7. COMMUNICATES SOCIALLY: The student is accepted as a part of the team and interacts with team members by talking, joking, etc. He/she feels he/she is part of the team and has socially acceptable behavior.

8. WORKS FOR COMMON GOALS: The student does not think of himself/herself while with the team, but only how he/she can work toward their common goals. He/she does things for the advancement of the team effort. He/she is unselfish and sees the importance of team play or effort.

9. COOPERATIVE: The student adjusts his/her talents to make the team better. He/she abides by team decisions without complaint and can adjust to other positions on the team if necessary. He/she has a positive attitude.

10. PRODUCTIVE: The student's contribution is necessary for team success. He/she performs well, carries his/her own weight on the team, pushes himself/herself, and may inspire the team or certain team members. He/she can pick up the slack in a team effort.

TF 6. PACE

1. NONPERFORMING: The student does not work at all.

2. SUBSTANDARD: The student can make all the motor movements required for employment, but cannot move quickly enough to succeed on a job task.

3. ERRATIC: The student is not able to pace his/her movements to meet the demands of a task.

4. INCONSISTENT: The student works at a satisfactory rate only part of the time.

5. SLOW PACE: The student works at a constant slow rate of speed.

6. FAIRLY CONSISTENT: The student works at a reasonably steady rate of speed.

7. MODERATE: The student works at a consistent medium rate of speed.

8. SYSTEMATIC: The student works at a methodical and reasonably rapid rate of speed.

9. STEADY: The student can work at a consistent rapid pace.

10. ADEPT: The student can vary his/her rate of speed to meet the demands of the job and can work at a high rate of speed if he/she needs to do so.

TF 7. ATTENDANCE

1. ALWAYS ABSENT: The student is nearly always absent (from 80% to 100% of the time) and does not have valid reasons for the absences.

2. NOT RELIABLE: The student is usually absent (from 40% to 80% of the time) and does not usually have valid reasons for the absences.

3. USUALLY ABSENT: The student is usually absent (from 40% to 80% of the time), but he/she usually has valid reasons (e.g. health or family problems) for the absences.

4. FREQUENTLY ABSENT: The student is frequently absent (from 20% to 40% of the time) and seldom has valid reasons for absences.

5. INCONSISTENT: The student is absent sporadically (from 10% to 20% of the time) and often has valid reasons, but he/she does not usually notify the employer of the impending absence.

6. ABSENT WITH QUESTION: The student is absent occasionally (from 5% to 10% of the time) and does not usually have valid reasons for his/her absences.

7. ABSENT WITH REASON: The student is absent occasionally (from 5% to 10% of the time), but he/she always has valid reasons for the absences.

8. SELDOM ABSENT: The student is seldom absent (less than 5% of the time), but he/she occasionally does not have a valid reason for an absence.

9. RELIABLE: The student is seldom absent (less than 5% of the time) and always has a valid reason when he/she is absent.

10. PERFECT ATTENDANCE: The student is always in attendance (100% of the time).

TF 8. TIMING

1. UNAWARE OF TIME: The student has no concept of time. He/she doesn't understand what it means, for example, to hurry or to speed up to complete a task. In a broad sense, he/she is unaware of hours, days, weeks, or months.

2. UNREALISTIC CONCEPT OF TIME: The student takes too much time to finish a task. He/she is unaware that he/she has to speed up to be competitive and doesn't know when he/she has to come back for class or from breaks without assistance.

3. SOME AWARENESS OF TIME: The student is aware of only broad concepts of time such as days and weeks, but is often confused. He/she needs continual reminders about deadlines and needs very close supervision to keep going.

4. AWARENESS OF TIME: The student knows what it means to complete a task in one hour, one day, etc. He/she knows about time, but he/she doesn't seem to understand the importance of time in the work setting.

5. SOME AWARENESS OF TIME REQUIREMENTS: The student knows he/she has to complete certain tasks within certain time periods, but needs to be reminded frequently. Being on schedule is not important to him/her, and he/she needs to be pushed. He/she gets mixed up occasionally about time.

6. AWARENESS OF TIME REQUIREMENTS: The student knows he/she has to be at certain places or do certain things in a timely fashion and he/she can meet requirements with moderate effort. The student is still inconsistent most of the time, but is aware of deadlines.

7. OFTEN FAILS TO MEET TIME REQUIREMENTS: The student is fairly consistent in not meeting deadlines and knows it. He/she must be pushed a great deal of the time and may give excuses for not meeting standards

8. SOMETIMES FAILS TO MEET TIME REQUIREMENTS: The student meets standards regarding task completion 50% of the time with moderate supervision. He/she may have to be reminded, but doesn't need to be pushed very often.

9. GENERALLY MEETS TIME REQUIREMENTS: The student meets requirements 90% of the time and needs little supervision with only reminders of the time requirements. He/she has little difficulty regarding time oriented goals.

10. ALWAYS MEETS TIME REQUIREMENTS: The student completes time-related goals all the time. He/she doesn't need to be supervised closely and can do better if he/she wants to. He/she can speed up or slow down accordingly with no problems.

PS 9. SIMULTANEITY

1. DISCOORDINATE: The student lacks the coordination to perform one simple task even with total supervision.

2. ONE TASK WITH SUPERVISION: The student can perform one simple task when given assistance.

3. ONE TASK ALONE: The student can perform one simple task without assistance.

4. TWO TASKS WITH TOTAL ASSISTANCE: The student can perform two tasks or two operations of the same task at the same time with the constant aid of another person.

5. TWO TASKS WITH PARTIAL ASSISTANCE: The student can perform two tasks or two operations of the same task at the same time when given some assistance by another person.

6. TWO TASKS ALONE: The student can perform two tasks or two operations of the same task at the same time without assistance.

7. THREE TASKS WITH TOTAL ASSISTANCE: The student can perform three tasks or three operations of the same task at the same time with the constant aid of another person.

8. THREE TASKS WITH PARTIAL ASSISTANCE: The student can perform three tasks or three operations of the same task at the same time when given some aid by another person.

9. THREE TASKS ALONE: The student can perform three tasks or three operations of the same task at the same time without assistance.

10. FLUID: The student has the coordination to perform more than three tasks or three operations of the same task at the same time.

PS 10. ACCURACY

1. NO ACCURACY: The student is totally inaccurate in performing tasks.

2. UNAWARE OF STANDARDS: The student displays no knowledge of the need for accuracy.

3. UNAWARE OF MISTAKES: The student displays no knowledge of errors he/she has committed.

4. CORRECTS MISTAKES WHEN SHOWN: The student is aware of errors only when they are pointed out, and is able to correct them.

5. CORRECTS SOME MISTAKES ON OWN: The student occasionally discovers his/her own errors and corrects them.

6. CORRECTS MOST MISTAKES ON OWN: The student often discovers his/her own errors and corrects them.

7. IMPROVES ACCURACY WITH HELP: The student's accuracy increases when he/she is given training on tasks.

8. TRIES TO IMPROVE ON OWN: The student recognizes his/her occasional errors and makes an effort to reduce their frequency.

9. CORRECTS OWN MISTAKES: The student seldom makes an error; but when he/she does, he/she recognizes and corrects it immediately.

10. PERFECT ACCURACY: The student makes virtually no mistakes once he/she has learned a task.

PS 11. DEXTERITY

1. UNCOORDINATED: The student is unable to coordinate his/her physical movement in order to execute a task.

2. CLUMSY: The student lacks the physical coordination or grace to smoothly execute a task.

3. AWKWARD: The student has difficulty performing a task because his/her coordination of body and hand movements is poor.

4. IMPEDED: The student is hindered in the completion of tasks because of slowness of physical movement.

5. GROSS-MOTOR: The student can complete tasks where fine-motor or small muscle accuracy is not critical. These tasks might include frequent use of arms and legs for walking, bending, and lifting.

6. FINE-MOTOR: The student has adequate gross body movement to perform tasks, but he/she can also be trained to perform some tasks requiring fine-motor or eye-hand coordination.

7. AGILE: The student has smooth, gross body movement and can also be trained to do many tasks requiring fine-motor coordination.

8. ADEPT: The student is agile, has good fine-motor coordination, and has the ability to determine on his/her own the sequence of performance steps in assembly-type work.

9. PROFICIENT: The student is very skillful in making use of hand and finger movements quickly and accurately after only a brief training period.

10. DEFT: The student demonstrates physical adroitness and natural ease of performance and quickness in both gross-motor and fine-motor movements.

PS 12. CHOICES

1. NONDISCRIMINATING: The student is unable to choose a course of action from a number of alternatives even after the alternatives are fully explained to him/her.

2. PASSIVE: The student is unwilling to choose a course of action even though all of the alternatives are fully explained and one is strongly recommended.

3. AWARE: The student is able to recognize that alternatives exist, but he/she will only choose when one is strongly recommended.

4. INDECISIVE: The student is able to recognize that alternatives exist, but cannot choose a course of action without some assistance from others.

5. PROCRASTINATING: The student is able to make choices from alternatives, but he/she typically postpones making a decision until someone directs him/her to do so.

6. RELIES ON OTHERS: The student is able to make choices, but he/she always consults with others before making a choice.

7. RELUCTANT: The student is able to make choices on his/her own, but would rather have someone tell him/her what choice to make.

8. HESITANT: The student may hesitate or pause briefly when confronted with alternatives, but he/she usually chooses his/her own course of action.

9. SELF-DIRECTED: The student is always willing to make his/her own decisions without consulting others.

10. DISCRIMINATING: The student makes all of his/her own decisions and is also willing and able to help others make choices as well.

PS 13. DIRECTION

1. UNABLE TO FOLLOW: The student cannot follow simple directions (i.e., three steps or fewer) given both verbally and gesturally, regardless of the amount of physical assistance for each step given by the leader.

2. RESISTIVE/OPPOSITIONAL: The student does not try to follow simple directions, may resist if leader repeats directions or offers assistance, or may attempt to do the opposite of what is asked of him/her.

3. IMITATIVE: The student cannot follow simple directions given verbally and gesturally; but when given physical assistance for each step, he/she imitates the leader accurately.

4. SIMPLE DIRECTIONS WITH REINFORCEMENT: The student can follow simple directions if leader verbally repeats them two or more times, or if leader demonstrates steps with gestures only once.

5. FOLLOWS SIMPLE DIRECTIONS: The student can follow simple directions when given one time, either verbally or with gestures.

6. MODERATELY DIFFICULT WITH REINFORCEMENT: The student can follow moderately difficult directions (i.e., four or five steps) when given both verbally and with gestures at least twice.

7. FOLLOWS MODERATELY DIFFICULT DIRECTIONS: The student can follow moderately difficult directions when given only once either verbally or with gestures.

8. COMPLEX DIRECTIONS WITH ASSISTANCE: The student can follow complex directions (i.e., six to eight steps) when given both verbally and gesturally at least twice and with physical assistance on some of the steps. The student can perform the complex task without assistance after a specified practice period.

9. FOLLOWS COMPLEX DIRECTIONS: The student can follow complex directions when given only once both verbally and with gestures.

10. FOLLOWS VERY COMPLEX DIRECTIONS: The student can perform tasks involving directions with eight to ten steps, when given both verbal and gestural instructions only two or three times.

PS 14. MEMORY

1. NO RECALL: The student is completely unable to remember previous events.

2. RECALL WITH CUES: The student is able to remember previous events only when others provide hints.

3. IMMEDIATE RECALL OF EVENTS: The student displays short-term memory of events.

4. IMMEDIATE RECALL OF FACTS: The student displays short-term memory of facts.

5. IMMEDIATE RECALL OF SEQUENCES: The student displays short-term memory of concepts and groups of information.

6. LONG-TERM RECALL WITH CUES: The student is able to remember events that have occurred in the distant past, only when others provide hints.

7. LONG-TERM RECALL OF EVENTS: The student displays knowledge of events that occurred in the distant past.

8. LONG-TERM RECALL OF FACTS: The student displays knowledge of facts learned in the distant past.

9. LONG-TERM RECALL OF SEQUENCES: The student displays knowledge of concepts and groups of information learned in the distant past.

10. RETAINS INFORMATION: The student displays both short and long-term recall of events, facts, and concepts to which he/she has been exposed.

PS 15. CAUTION

1. RECKLESS: The student has no regard for the consequences of his/her careless behavior while performing tasks.

2. RASH: The student acts too quickly when given a task or reacts too hastily when deliberation in making a decision is needed.

3. HEEDLESS: The student ignores or pays little attention to instructions or directions regarding safety while performing tasks.

4. IMPETUOUS: The student frequently acts impulsively or makes thoughtless decisions without regard to safety in performing tasks.

5. NEGLECTFUL: The student is aware of safety precautions, but occasionally forgets to use caution while performing a task.

6. DELIBERATE: The student's awareness of safety hazards often causes him/her to be too slow in deciding or acting while performing tasks.

7. WARY: The student is on his/her guard to be cautious while performing tasks.

8. CAREFUL: The student is consciously aware of many possible job-related hazards and will act safely.

9. PRUDENT: The student exercises good judgment and common sense by taking proper safety precautions while performing job-related tasks.

10. VIGILANT: The student is constantly watchful and alert to job safety hazards while working at his/her job site and sometimes makes suggestions for improving safety.

T 16. REPETITIVENESS

1. OFF TASK: The student is not capable of attending to a task.

2. NO ATTENTION SPAN: The student is capable of attending to a task only for a brief moment.

3. SELDOM STAYS ON A TASK: While performing a work simulation, the student attends to his/her task about 5% to 19% of the time.

4. OCCASIONALLY ON TASK: While performing a work simulation, the student attends to his/her task about 20% to 34% of the time.

5. INFREQUENTLY ON TASK: While performing a work simulation, the student attends to his/her task about 35% to 49% of the time.

6. FREQUENTLY ON TASK: While performing a work simulation, the student attends to his/her task about 50% to 69% of the time.

7. GENERALLY DOES JOB: While performing a work simulation, the student attends to his/her task about 70% to 89% of the time.

8. CONTINUALLY DOES JOB: The student continues a task steadily (from 90% to 99% of the time), but is occasionally distracted for brief periods of time.

9. CONSISTENTLY ON TASK: The student is able to work on a task from start to finish (100% of the time) without being distracted.

10. ALWAYS ON TASK: The student is able to complete one task without interruption and then immediately begin working on another task.

T 17. PERSEVERANCE

1. DOESN'T TRY: The student remains motionless and will not attempt anything related to the task, even with assistance. He/she is just there.

2. HIGHLY DISTRACTABLE: The student does attempt a task, but doesn't get far because of very minor distractions in the environment; i.e., dropping a pencil, shutting a door, someone speaking. He/she needs constant supervision.

3. RESTLESS: The student performs task, but has a lot of wasted motion. He/she cannot stay in one place long, doesn't pay attention, and acts as if he/she has something else he/she would rather do. He/she needs moderate supervision.

4. DISTRACTABLE: The student performs the task and stops only when a very obvious distraction takes place; i.e., very loud noises, someone talking directly to him/her.

5. GENERALLY ON TASK: The student is usually working on task or at least in the area. He/she stays with his/her job as long as things are going smoothly and needs supervision only on occasion.

6. ATTENTIVE: The student stays with his/her task most of the time. He/she sticks with it, can put up with minor frustrations, and will not vary from the set sequences of the task.

7. INTERESTED: The student shows concern for tasks at hand. He/she is sincere about his/her efforts and can deviate from the set sequences in his/her task if necessary.

8. DETERMINED: The student can put up with moderate frustrations and not get upset. He/she continues to try and pays close attention to his/her work.

9. RELENTLESS: The student is very attentive, puts up with a good deal of frustration, very seldom gives up, needs only minimal supervision, and is aggressive toward his/her task.

10. PERSISTENT: The student never gives up when on a task, tries different ways to get the job done if the usual way doesn't work, and works steadily, undistracted. The student is tenacious.

T 18. STAMINA

1. PHYSICALLY INTOLERANT: The student lacks the stamina to work at any physical task for even a short period of time.

2. EASILY FATIGUED: The student appears very tired and is unable to work at any physical task for more than a very short period of time.

3. EXHAUSTED: The student generally appears tired and is unable to work at most physical tasks for more than a short period of time.

4. WEARY: The student gives the general impression of being tired and listless most of the time, but he/she does attempt to complete assigned tasks.

5. SLUGGISH: The student is often slow moving and lacks enthusiasm, but he/she is able to complete most tasks.

6. SPORADIC: The student appears tired occasionally, but he/she does complete all the tasks.

7. ALERT: The student appears to be rested and is able to complete all assigned physical tasks.

8. LIVELY: The student appears well rested and willing to engage in physical activities.

9. VIGOROUS: The student readily engages in strenuous physical activity with slight sign of fatigue.

10. ENDURANCE: The student displays extraordinary stamina when engaged in strenuous physical tasks.

A 19. READING LEVEL

1. NONREADER: The student is unable to read any written words.

2. IDENTIFIES LETTERS: The student can recognize and identify by name all the letters of the alphabet.

3. PHONETIC SKILLS: The student is able to sound out consonants, vowels, digraphs, and syllables of simple words.

4. READS SIMPLE WORDS: The student can read most of the Dolch Basic Sight Words and other primary level words.

5. READS SIMPLE SENTENCES: The student can read primary grade level words arranged in sentences.

6. INTERPRETS SIMPLE SENTENCES: The student can read many primary grade level words in sentence form and understands the main ideas of the sentences.

7. INTERPRETS COMPLEX SENTENCES: The student can read and comprehend sentences made up of one- and two-syllable words which form one independent and one dependent clause.

8. COMPREHENDS PARAGRAPHS: The student can understand the meaning or topic of several simple sentences written in paragraph form.

9. INTERPRETS SEQUENCES OF PARAGRAPHS: The student can read and comprehend the general meaning of several paragraphs arranged sequentially to tell a story.

10. FUNCTIONAL READER: At his/her level, the student reads fluently and understands what he/she reads.

A 20. MATH SKILLS

1. NO NUMBER CONCEPTS: The student has no awareness of number concepts or of the existence of a number system.

2. COUNTS BY ROTE: The student counts by rote from one to ten.

3. SIZE/QUANTITY RELATIONSHIPS: The student demonstrates understanding of terms denoting size comparison relationships (e.g., big/little; tall/short) and quantity comparison relationships (e.g., all/none; more/less).

4. IDENTIFIES NUMBERS TO TEN: The student can count, identify by name, and write numbers from zero through ten.

5. IDENTIFIES NUMBERS TO 100: The student can count, identify by name, and write numbers from zero to one hundred.

6. SIMPLE ADDITION/SUBTRACTION: The student can add and subtract single-digit numbers.

7. TWO-PLACE ADDITION/SUBTRACTION: The student can add and subtract two-place numbers that do not involve regrouping.

8. REGROUPING: The student can add and subtract two-place numbers that involve regrouping.

9. MULTIPLICATION/DIVISION: The student can perform multiplication with a one-digit multiplier and division with a one-digit divisor.

10. FUNCTIONAL COMPUTATION: The student knows the value of money, can keep a checkbook, knows how much change he/she should receive when small purchases.

A 21. WRITING SKILLS

1. NONWRITER: The student is unable to write or print letters.

2. ILLEGIBLE: The student scribbles on paper, holds a pencil inappropriately, makes marks that may occasionally resemble letters, but that are generally unrecognizable.

3. MANUSCRIPT ALPHABET: The student can form letters of the alphabet. He/she knows the difference between them. The letters may not be consistent in size and shape. He/she holds his/her pen, pencil, and paper in an acceptable manner.

4. MAKES LETTERS CORRECTLY: The student can consistently form letters correctly, but may mix upper and lower case letters. Though consistent in size, the letters are very large and unevenly spaced.

5. MANUSCRIPT WORDS: The student can write short words, but will mix upper and lower case letters. He/she does not run the words together, and the words can be read with little difficulty.

6. COPY CURSIVE: The student will correctly copy cursive letters from a sample.

7. CURSIVE INDEPENDENT: The student reproduces cursive letters from memory without seeing a sample.

8. JOINS CURSIVE LETTERS: The student knows the correct connective strokes to join one cursive letter to another.

9. LEGIBLE WRITER: The student's handwriting can be read with little difficulty by another person.

10. FUNCTIONAL WRITER: The student is able to write legibly his/her thoughts so that others may understand them.

COMMUNITY JOB CLUSTER COMPOSITE*

The jobs listed below were clustered by entry-level requirement. "Job Cluster 1" has the lowest student functional and performance requirement.

JOB CLUSTER 1

Job No.	Job	Job No.	Job
1.01	Assembler	1.11	Grass Cutter
1.02	Auto Interior Cleaner	1.12	Packager
1.03	Bus Cleaner	1.13	Sanitation Worker
1.04	Cart Person	1.14	Site Clean-Up
1.05	Carton Assembler	1.15	Sorter
1.06	Dishwasher (Commercial)	1.16	Stapler & Assembler
1.07	Dishwasher/Hswkr. (Domestic)	1.17	Street Dept. Laborer
1.08	Egg Sorter	1.18	Vacuum Cleaner Person
1.09	Fruit & Berry Picker	1.19	Vehicle Washer
1.10	Garbage/Trash Collector	1.20	Window Cleaner

JOB CLUSTER 2

Job No.	Job	Job No.	Job
2.01	Farm Hand	2.04	Laundry Aide (Health)
2.02	Grounds Keeper's Helper	2.05	Laundry Service Hlpr.(Comm.)
2.03	Landscaping Laborer	2.06	Lawn Worker (Domestic)

JOB CLUSTER 3

Job No.	Job	Job No.	Job
3.01	Bus Boy*	3.12	Grounds Care Helper
3.02	Copy Machine Operator	3.13	Housekeeper's Helper (Health)
3.03	Custodial Aide	3.14	Housekeeper's Helper (Motel)
3.04	Dock/Freight Helper	3.15	Machine Feeder
3.05	Dock Worker	3.16	Mason's Helper
3.06	Food Service Helper (Health)	3.17	Materials Handler
3.07	Food Service Helper (Hos.&R)	3.18	Mover's Helper
3.08	Gardener	3.19	Painter's Helper
3.09	Garage Helper	3.20	Sack Boy*
3.10	General Maintenance Helper	3.21	Shipping Department Helper
3.11	Greenhouse Worker	3.22	Stock Person

JOB CLUSTER 4

Job No.	Job	Job No.	Job
4.01	Building Maintenance Helper	4.05	Messenger Person (Office)
4.02	Carpenter's Helper	4.06	Parking Lot Attendant
4.03	Chef's Helper	4.07	Senior Citizen Care Aide
4.04	Day Care Helper		

*SOURCE: Titles of the community jobs were taken from The Dictionary of Occupational Titles, U. S. Department of Labor.

1

Entry level work skills for all jobs within this cluster are at approximately the same level of difficulty. Job Cluster #1 represents the lowest skill levels and Job Cluster #4 the highest levels. See the Community Job Cluster for specific jobs within each cluster.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

2

Entry level work skills for all jobs within this cluster are at approximately the same level of difficulty. Job Cluster #1 represents the lowest skill levels and Job Cluster #4 the highest levels. See the Community Job Cluster for specific jobs within each cluster.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
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T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

IV. JOB CLUSTER PROFILE #3 — EMPLOYABILITY ASSESSMENT INSTRUMENT

3

Entry level work skills for all jobs within this cluster are at approximately the same level of difficulty. Job Cluster #1 represents the lowest skill levels and Job Cluster #4 the highest levels. See the Community Job Cluster for specific jobs within each cluster.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
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T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

4

Entry level work skills for all jobs within this cluster are at approximately the same level of difficulty. Job Cluster #1 represents the lowest skill levels and Job CLuster #4 the highest levels. See the Community Job Cluster for specific jobs within each cluster.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

I. STUDENT PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

STUDENT NAME _____ B.D. _____ DATE EVALUATED _____

ADDRESS _____ TEL. _____ EVALUATOR _____

_____ LEA/AGENCY _____

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1	2	3	4	5	6	7	8	9	10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o	o	o	o	o	o	o	o	o	o	communicative
SS 2	SOCIABILITY	antisocial	o	o	o	o	o	o	o	o	o	o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o	o	o	o	o	o	o	o	o	o	self-directed
SS 4	APPEARANCE	squalid	o	o	o	o	o	o	o	o	o	o	fashionable
SS 5	TEAMWORK	uncooperative	o	o	o	o	o	o	o	o	o	o	productive
TF 6	PACE	nonperforming	o	o	o	o	o	o	o	o	o	o	adept
TF 7	ATTENDANCE	always absent	o	o	o	o	o	o	o	o	o	o	perfect attendance
TF 8	TIMING	unaware of time	o	o	o	o	o	o	o	o	o	o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o	o	o	o	o	o	o	o	o	o	fluid
PS 10	ACCURACY	no accuracy	o	o	o	o	o	o	o	o	o	o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o	o	o	o	o	o	o	o	o	o	deft
PS 12	CHOICES	nondiscriminating	o	o	o	o	o	o	o	o	o	o	discriminating
PS 13	DIRECTION	unable to follow	o	o	o	o	o	o	o	o	o	o	follows very complex directions
PS 14	MEMORY	no recall	o	o	o	o	o	o	o	o	o	o	retains information
PS 15	CAUTION	reckless	o	o	o	o	o	o	o	o	o	o	vigilant
T 16	REPETITIVENESS	off task	o	o	o	o	o	o	o	o	o	o	always on task
T 17	PERSEVERANCE	doesn't try	o	o	o	o	o	o	o	o	o	o	persistent
T 18	STAMINA	physically intolerant	o	o	o	o	o	o	o	o	o	o	endurance
A 19	READING	nonreader	o	o	o	o	o	o	o	o	o	o	functional reader
A 20	MATH	no number concepts	o	o	o	o	o	o	o	o	o	o	functional computation
A 21	WRITING	nonwriter	o	o	o	o	o	o	o	o	o	o	functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.01 JOB NUMBER

JOB: Assembler

GENERAL DESCRIPTION: To gather materials, load equipment and assemble, count, stack, and organize products.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.02 JOB NUMBER

JOB: Auto Interior Cleaner

GENERAL DESCRIPTION: To clean interior of autos using broom, cloth mop, vacuum cleaner, and whisk broom; to clean windows with water, cleaning compounds, and cloth or chamois.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1	2	3	4	5	6	7	8	9	10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o	o	o	o	o	o	o	o	o	o	communicative
SS 2	SOCIABILITY	antisocial	o	o	o	o	o	o	o	o	o	o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o	o	o	o	o	o	o	o	o	o	self-directed
SS 4	APPEARANCE	squalid	o	o	o	o	o	o	o	o	o	o	fashionable
SS 5	TEAMWORK	uncooperative	o	o	o	o	o	o	o	o	o	o	productive
TF 6	PACE	nonperforming	o	o	o	o	o	o	o	o	o	o	adept
TF 7	ATTENDANCE	always absent	o	o	o	o	o	o	o	o	o	o	perfect attendance
TF 8	TIMING	unaware of time	o	o	o	o	o	o	o	o	o	o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o	o	o	o	o	o	o	o	o	o	fluid
PS 10	ACCURACY	no accuracy	o	o	o	o	o	o	o	o	o	o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o	o	o	o	o	o	o	o	o	o	deft
PS 12	CHOICES	nondiscriminating	o	o	o	o	o	o	o	o	o	o	discriminating
PS 13	DIRECTION	unable to follow	o	o	o	o	o	o	o	o	o	o	follows very complex directions
PS 14	MEMORY	no recall	o	o	o	o	o	o	o	o	o	o	retains information
PS 15	CAUTION	reckless	o	o	o	o	o	o	o	o	o	o	vigilant
T 16	REPETITIVENESS	off task	o	o	o	o	o	o	o	o	o	o	always on task
T 17	PERSEVERANCE	doesn't try	o	o	o	o	o	o	o	o	o	o	persistent
T 18	STAMINA	physically intolerant	o	o	o	o	o	o	o	o	o	o	endurance
A 19	READING	nonreader	o	o	o	o	o	o	o	o	o	o	functional reader
A 20	MATH	no number concepts	o	o	o	o	o	o	o	o	o	o	functional computation
A 21	WRITING	nonwriter	o	o	o	o	o	o	o	o	o	o	functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.03 JOB NUMBER

JOB: Bus Cleaner

GENERAL DESCRIPTION: To perform such duties as emptying trays and wastebasket, washing windows and seats, vacuuming seats and floors, and washing the bus exterior

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE — EMPLOYABILITY ASSESSMENT INSTRUMENT

1.04 JOB NUMBER

JOB: Cart Person

GENERAL DESCRIPTION: To assist in preparing and delivering food trays to hospital patients and in performing any combination of duties on the tray line itself.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.05 JOB NUMBER

JOB: Carton Assembler

GENERAL DESCRIPTION: To fold, glue, stitch, staple, stencil, and stack cartons; to perform other duties necessary to keep work area safe and clean and maintain machines and equipment.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1	2	3	4	5	6	7	8	9	10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o	o	o	o	o	o	o	o	o	o	communicative
SS 2	SOCIABILITY	antisocial	o	o	o	o	o	o	o	o	o	o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o	o	o	o	o	o	o	o	o	o	self-directed
SS 4	APPEARANCE	squalid	o	o	o	o	o	o	o	o	o	o	fashionable
SS 5	TEAMWORK	uncooperative	o	o	o	o	o	o	o	o	o	o	productive
TF 6	PACE	nonperforming	o	o	o	o	o	o	o	o	o	o	adept
TF 7	ATTENDANCE	always absent	o	o	o	o	o	o	o	o	o	o	perfect attendance
TF 8	TIMING	unaware of time	o	o	o	o	o	o	o	o	o	o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o	o	o	o	o	o	o	o	o	o	fluid
PS 10	ACCURACY	no accuracy	o	o	o	o	o	o	o	o	o	o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o	o	o	o	o	o	o	o	o	o	deft
PS 12	CHOICES	nondiscriminating	o	o	o	o	o	o	o	o	o	o	discriminating
PS 13	DIRECTION	unable to follow	o	o	o	o	o	o	o	o	o	o	follows very complex directions
PS 14	MEMORY	no recall	o	o	o	o	o	o	o	o	o	o	retains information
PS 15	CAUTION	reckless	o	o	o	o	o	o	o	o	o	o	vigilant
T 16	REPETITIVENESS	off task	o	o	o	o	o	o	o	o	o	o	always on task
T 17	PERSEVERANCE	doesn't try	o	o	o	o	o	o	o	o	o	o	persistent
T 18	STAMINA	physically intolerant	o	o	o	o	o	o	o	o	o	o	endurance
A 19	READING	nonreader	o	o	o	o	o	o	o	o	o	o	functional reader
A 20	MATH	no number concepts	o	o	o	o	o	o	o	o	o	o	functional computation
A 21	WRITING	nonwriter	o	o	o	o	o	o	o	o	o	o	functional writer

1.06 JOB NUMBER

JOB: Dishwasher (Commercial)

GENERAL DESCRIPTION: To collect and prepare utensils and dishes for washing, to operate dishwasher, and to clean tray line and work area.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.07 JOB NUMBER

JOB: Dishwasher/Houseworker (Domestic)

GENERAL DESCRIPTION: To help housecleaning tasks and dishwashing tasks in a private home under close supervision, including washing, scrubbing, cleaning, waxing, and vacuum cleaning.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

1.08 JOB NUMBER

JOB: Egg Sorter

GENERAL DESCRIPTION: To sort eggs by color, shape, weight, and description; and to candle, clean, and put eggs into cartons.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

1.09 JOB NUMBER

JOB: Fruit and Berry Picker

GENERAL DESCRIPTION: To pick fruits and berries, sort, size, and grade produce; to load, package, and clean products.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

1.10 JOB NUMBER

JOB: Garbage/Trash Collector

GENERAL DESCRIPTION: To empty garbage cans, run trash compactor and related equipment, and perform other similar duties necessary to collect and transport trash and garbage.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

1.11 JOB NUMBER

JOB: Grass Cutter

GENERAL DESCRIPTION: To prepare lawns and machines, mow lawn, trim around trees, shrubs, walks, and buildings; to rake mowed area; to maintain and store equipment.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

1.12 JOB NUMBER

JOB: Packager

GENERAL DESCRIPTION: To use marking device and labels, scales, staple guns, and other similar machines and to pack materials and store supplies and materials in an orderly manner.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

1.13 JOB NUMBER

JOB: Sanitation Worker

GENERAL DESCRIPTION: To assist in sweeping streets, cleaning sewers and drains, pest control, and other duties associated with such public services

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

1.14 JOB NUMBER

JOB: Site Clean-Up

GENERAL DESCRIPTION: To pick up litter and materials, move and stack materials; to clean tools, equipment, grounds, and buildings; to load and unload trucks.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.15 JOB NUMBER

JOB: Sorter

GENERAL DESCRIPTION: To feed materials into a machine and catch the product, to clean machine, and perform minimum maintenance operations.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

1.16 JOB NUMBER

JOB: Stapler and Assembler

GENERAL DESCRIPTION: To assist in document assembly, staple loading, stapling, counting, and stacking materials.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

1.17 JOB NUMBER

JOB: Street Department Laborer

GENERAL DESCRIPTION: To help with street and road maintenance; to use painting tools, mowers, and compressors; to sweep streets, to open drains, to remove debris; and to load and unload trucks.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.18 JOB NUMBER

JOB: Vacuum Cleaner Person

GENERAL DESCRIPTION: To vacuum clean floors, blinds, carpets, and some furniture; to dust walls, vents, furniture, blinds; and to move furniture and maintain equipment.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.19 JOB NUMBER

JOB: Vehicle Washer

GENERAL DESCRIPTION: To remove dust, grease, and oil from exterior surfaces of vehicles, using spraying equipment, brush, or sponge.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

1.20 JOB NUMBER

JOB: Window Cleaner

GENERAL DESCRIPTION: To mix cleaning solutions, set up ladders, apply washing solutions, rinse, dry, and polish as is necessary to successfully clean windows.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

2.01 JOB NUMBER

JOB: Farm Hand

GENERAL DESCRIPTION: To assist farmer with loading and stacking hay, cleaning litter, sweeping and cleaning milking area, watering animals, preparing grain, feeding animals, and caring for livestock.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

2.02 JOB NUMBER

JOB: Grounds Keeper's Helper

GENERAL DESCRIPTION: To help pick up papers, empty trash, paint, move supplies, cut grass, and weed around flowers and shrubs as needed.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

2.03 JOB NUMBER

JOB: Landscaping Laborer

GENERAL DESCRIPTION: To help prepare soil, clear brush, plant, mow, trim, and rake, as well as to clean work site and care for tools and equipment.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

2.04 JOB NUMBER

JOB: Laundry Aide (Health)

GENERAL DESCRIPTION: To help a laundry person in a health facility with laundering duties and the care of clothing.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

2.05 JOB NUMBER

JOB: Laundry Service Helper (Commercial)

GENERAL DESCRIPTION: To help the laundry person operate washers, separate clothes, measure detergents, and package materials for delivery.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

2.06 JOB NUMBER

JOB: Lawn Worker (Domestic)

GENERAL DESCRIPTION: To assist in caring for domestic lawns, including weeding, mowing, watering, planting, trimming, sweeping, and raking, as well as caring for and maintaining tools and equipment.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

3.01 JOB NUMBER

JOB: Bus Boy

GENERAL DESCRIPTION: To assist by collecting dishes and placing them in arts, clearing eating stations, filling water glasses and ice bins, transporting food, and returning kitchen carts.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

3.02 JOB NUMBER

JOB: Copy Machine Operator

GENERAL DESCRIPTION: To load and operate copy machines, count copies, assemble, staple, fill cartons, and stack products.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

3.03 JOB NUMBER

JOB: Custodial Aide

GENERAL DESCRIPTION: To help perform the following tasks: mopping floors, vacuuming floors, emptying trash, cleaning windows, cleaning facilities and furniture.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

3.04 JOB NUMBER

JOB: Dock/Freight Helper

GENERAL DESCRIPTION: To help load and unload trucks, use jacks and dollies, sort and count materials, and stack stock for storage.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1	2	3	4	5	6	7	8	9	10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o	o	o	o	o	o	o	o	o	o	communicative
SS 2	SOCIABILITY	antisocial	o	o	o	o	o	o	o	o	o	o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o	o	o	o	o	o	o	o	o	o	self-directed
SS 4	APPEARANCE	squalid	o	o	o	o	o	o	o	o	o	o	fashionable
SS 5	TEAMWORK	uncooperative	o	o	o	o	o	o	o	o	o	o	productive
TF 6	PACE	nonperforming	o	o	o	o	o	o	o	o	o	o	adept
TF 7	ATTENDANCE	always absent	o	o	o	o	o	o	o	o	o	o	perfect attendance
TF 8	TIMING	unaware of time	o	o	o	o	o	o	o	o	o	o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o	o	o	o	o	o	o	o	o	o	fluid
PS 10	ACCURACY	no accuracy	o	o	o	o	o	o	o	o	o	o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o	o	o	o	o	o	o	o	o	o	deft
PS 12	CHOICES	nondiscriminating	o	o	o	o	o	o	o	o	o	o	discriminating
PS 13	DIRECTION	unable to follow	o	o	o	o	o	o	o	o	o	o	follows very complex directions
PS 14	MEMORY	no recall	o	o	o	o	o	o	o	o	o	o	retains information
PS 15	CAUTION	reckless	o	o	o	o	o	o	o	o	o	o	vigilant
T 16	REPETITIVENESS	off task	o	o	o	o	o	o	o	o	o	o	always on task
T 17	PERSEVERANCE	doesn't try	o	o	o	o	o	o	o	o	o	o	persistent
T 18	STAMINA	physically intolerant	o	o	o	o	o	o	o	o	o	o	endurance
A 19	READING	nonreader	o	o	o	o	o	o	o	o	o	o	functional reader
A 20	MATH	no number concepts	o	o	o	o	o	o	o	o	o	o	functional computation
A 21	WRITING	nonwriter	o	o	o	o	o	o	o	o	o	o	functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

3.05 JOB NUMBER

JOB: Dock Worker

GENERAL DESCRIPTION: To load and unload trucks, operate jacks and dollies, sort freight, stack freight, take inventory, and clean and maintain tools and equipment.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.06 JOB NUMBER

JOB: Food Service Helper (Health)

GENERAL DESCRIPTION: To help keep food on the tray line, to fill silverware bins, and to wash food. Duties also include disposing of dirty linens, cleaning tables, cleaning entire area, and handling supplies.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.07 JOB NUMBER

JOB: Food Service Helper (Hosp. & Rec.)

GENERAL DESCRIPTION: To prepare and serve foods, perform bus boy/girl duties, and clean dining area.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

3.08 JOB NUMBER

JOB: Gardner

GENERAL DESCRIPTION: To perform such duties as hoeing, planting, fertilizing, watering, and cutting. Also, other duties will involve soil cultivation and preparation.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

3.09 JOB NUMBER

JOB: Garage Helper

GENERAL DESCRIPTION: To help garage person by sweeping, mopping, washing floors, emptying trash, cleaning tools, restrooms, windows, and by performing other duties requested by the garage person.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.10 JOB NUMBER

JOB: General Maintenance Helper

GENERAL DESCRIPTION: To help maintenance personnel sweep, scrub, wax, vacuum, remove snow, paint, dust, plaster, and repair buildings and grounds.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.11 JOB NUMBER

JOB: Greenhouse Worker

GENERAL DESCRIPTION: To assist in planting seeds, watering, covering, and transplanting plants; and to assist in caring for flowers, plants, and in minor maintenance of the greenhouse facility.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.12 JOB NUMBER

JOB: Grounds Care Helper

GENERAL DESCRIPTION: To help with garden weeding, mowing grass, snow removal, watering, trimming, and planting, as well as with tools and equipment.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

3.13 JOB NUMBER

JOB: Housekeeper's Helper (Health)

GENERAL DESCRIPTION: To clean beds, stands, floors, windows, toilets and rooms; to replenish supplies such as light bulbs, towels, soaps; and to empty trash.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.14 JOB NUMBER

JOB: Housekeeper's Helper (Motel)

GENERAL DESCRIPTION: To help housekeeper change bed linens, dust rooms and furniture, wash tile, scrub floors, vacuum rugs, wash mirrors and windows, change bulbs, and replenish supplies.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.15 JOB NUMBER

JOB: Machine Feeder

GENERAL DESCRIPTION: To collect and assemble materials for machine entry, to clean and sort materials for the machine, to remove stack, and put the products in cartons.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

3.16 JOB NUMBER

JOB: Mason's Helper

GENERAL DESCRIPTION: To assist a master mason in preparing ground, building forms, pouring concrete, mixing mortar, and performing other necessary tasks.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1	2	3	4	5	6	7	8	9	10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o	o	o	o	o	o	o	o	o	o	communicative
SS 2	SOCIABILITY	antisocial	o	o	o	o	o	o	o	o	o	o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o	o	o	o	o	o	o	o	o	o	self-directed
SS 4	APPEARANCE	squalid	o	o	o	o	o	o	o	o	o	o	fashionable
SS 5	TEAMWORK	uncooperative	o	o	o	o	o	o	o	o	o	o	productive
TF 6	PACE	nonperforming	o	o	o	o	o	o	o	o	o	o	adept
TF 7	ATTENDANCE	always absent	o	o	o	o	o	o	o	o	o	o	perfect attendance
TF 8	TIMING	unaware of time	o	o	o	o	o	o	o	o	o	o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o	o	o	o	o	o	o	o	o	o	fluid
PS 10	ACCURACY	no accuracy	o	o	o	o	o	o	o	o	o	o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o	o	o	o	o	o	o	o	o	o	deft
PS 12	CHOICES	nondiscriminating	o	o	o	o	o	o	o	o	o	o	discriminating
PS 13	DIRECTION	unable to follow	o	o	o	o	o	o	o	o	o	o	follows very complex directions
PS 14	MEMORY	no recall	o	o	o	o	o	o	o	o	o	o	retains information
PS 15	CAUTION	reckless	o	o	o	o	o	o	o	o	o	o	vigilant
T 16	REPETITIVENESS	off task	o	o	o	o	o	o	o	o	o	o	always on task
T 17	PERSEVERANCE	doesn't try	o	o	o	o	o	o	o	o	o	o	persistent
T 18	STAMINA	physically intolerant	o	o	o	o	o	o	o	o	o	o	endurance
A 19	READING	nonreader	o	o	o	o	o	o	o	o	o	o	functional reader
A 20	MATH	no number concepts	o	o	o	o	o	o	o	o	o	o	functional computation
A 21	WRITING	nonwriter	o	o	o	o	o	o	o	o	o	o	functional writer

3.17 JOB NUMBER

JOB: Materials Handler

GENERAL DESCRIPTION: To assist in loading, unloading, and storing of materials, such as lumber and building supplies, outdoors and within a given warehouse area.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.18 JOB NUMBER

JOB: Mover's Helper

GENERAL DESCRIPTION: To assist with packing, loading, unloading, and moving of materials as required by a private moving company.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.19 JOB NUMBER

JOB: Painter's Helper

GENERAL DESCRIPTION: To help painter prepare paint, apply paint, cover surface with drop cloths, clean, putty, move furniture, and care for equipment.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

3.20 JOB NUMBER

JOB: Sack Boy

GENERAL DESCRIPTION: To assist grocery check-out by placing items in sacks, taking out packages, gathering together empty carts, and keeping the area clean and orderly.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1	2	3	4	5	6	7	8	9	10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o	o	o	o	o	o	o	o	o	o	communicative
SS 2	SOCIABILITY	antisocial	o	o	o	o	o	o	o	o	o	o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o	o	o	o	o	o	o	o	o	o	self-directed
SS 4	APPEARANCE	squalid	o	o	o	o	o	o	o	o	o	o	fashionable
SS 5	TEAMWORK	uncooperative	o	o	o	o	o	o	o	o	o	o	productive
TF 6	PACE	nonperforming	o	o	o	o	o	o	o	o	o	o	adept
TF 7	ATTENDANCE	always absent	o	o	o	o	o	o	o	o	o	o	perfect attendance
TF 8	TIMING	unaware of time	o	o	o	o	o	o	o	o	o	o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o	o	o	o	o	o	o	o	o	o	fluid
PS 10	ACCURACY	no accuracy	o	o	o	o	o	o	o	o	o	o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o	o	o	o	o	o	o	o	o	o	deft
PS 12	CHOICES	nondiscriminating	o	o	o	o	o	o	o	o	o	o	discriminating
PS 13	DIRECTION	unable to follow	o	o	o	o	o	o	o	o	o	o	follows very complex directions
PS 14	MEMORY	no recall	o	o	o	o	o	o	o	o	o	o	retains information
PS 15	CAUTION	reckless	o	o	o	o	o	o	o	o	o	o	vigilant
T 16	REPETITIVENESS	off task	o	o	o	o	o	o	o	o	o	o	always on task
T 17	PERSEVERANCE	doesn't try	o	o	o	o	o	o	o	o	o	o	persistent
T 18	STAMINA	physically intolerant	o	o	o	o	o	o	o	o	o	o	endurance
A 19	READING	nonreader	o	o	o	o	o	o	o	o	o	o	functional reader
A 20	MATH	no number concepts	o	o	o	o	o	o	o	o	o	o	functional computation
A 21	WRITING	nonwriter	o	o	o	o	o	o	o	o	o	o	functional writer

3.21 JOB NUMBER

JOB: Shipping Department Helper

GENERAL DESCRIPTION: To assist in assembling, folding, closing, sealing, stamping, and tying cartons; to put information and materials in packages; to stack and arrange materials.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

3.22 JOB NUMBER

JOB: Stock Person

GENERAL DESCRIPTION: To receive, sort, and display a wide variety of small merchandise items; to stack and mark materials as needed.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

4.01 JOB NUMBER

JOB: Building Maintenance Helper

GENERAL DESCRIPTION: To help maintenance person with cleaning maintenance, such as mopping floors, cleaning furniture, cleaning rooms and other facilities, and eliminating wastes.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1	2	3	4	5	6	7	8	9	10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o	o	o	o	o	o	o	o	o	o	communicative
SS 2	SOCIABILITY	antisocial	o	o	o	o	o	o	o	o	o	o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o	o	o	o	o	o	o	o	o	o	self-directed
SS 4	APPEARANCE	squalid	o	o	o	o	o	o	o	o	o	o	fashionable
SS 5	TEAMWORK	uncooperative	o	o	o	o	o	o	o	o	o	o	productive
TF 6	PACE	nonperforming	o	o	o	o	o	o	o	o	o	o	adept
TF 7	ATTENDANCE	always absent	o	o	o	o	o	o	o	o	o	o	perfect attendance
TF 8	TIMING	unaware of time	o	o	o	o	o	o	o	o	o	o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o	o	o	o	o	o	o	o	o	o	fluid
PS 10	ACCURACY	no accuracy	o	o	o	o	o	o	o	o	o	o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o	o	o	o	o	o	o	o	o	o	deft
PS 12	CHOICES	nondiscriminating	o	o	o	o	o	o	o	o	o	o	discriminating
PS 13	DIRECTION	unable to follow	o	o	o	o	o	o	o	o	o	o	follows very complex directions
PS 14	MEMORY	no recall	o	o	o	o	o	o	o	o	o	o	retains information
PS 15	CAUTION	reckless	o	o	o	o	o	o	o	o	o	o	vigilant
T 16	REPETITIVENESS	off task	o	o	o	o	o	o	o	o	o	o	always on task
T 17	PERSEVERANCE	doesn't try	o	o	o	o	o	o	o	o	o	o	persistent
T 18	STAMINA	physically intolerant	o	o	o	o	o	o	o	o	o	o	endurance
A 19	READING	nonreader	o	o	o	o	o	o	o	o	o	o	functional reader
A 20	MATH	no number concepts	o	o	o	o	o	o	o	o	o	o	functional computation
A 21	WRITING	nonwriter	o	o	o	o	o	o	o	o	o	o	functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

4.02 JOB NUMBER

JOB: Carpenter's Helper

GENERAL DESCRIPTION: To help a carpenter by bringing tools to work area; to assist in hammering, sawing, and measuring; to return and maintain tools.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

4.03 JOB NUMBER

JOB: Chef's Helper

GENERAL DESCRIPTION: To help chef carry food, slice or dice food, open cans, set up pots and pans, portion food, and assist with certain food preparation tools.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1	2	3	4	5	6	7	8	9	10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o	o	o	o	o	o	o	o	o	o	communicative
SS 2	SOCIABILITY	antisocial	o	o	o	o	o	o	o	o	o	o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o	o	o	o	o	o	o	o	o	o	self-directed
SS 4	APPEARANCE	squalid	o	o	o	o	o	o	o	o	o	o	fashionable
SS 5	TEAMWORK	uncooperative	o	o	o	o	o	o	o	o	o	o	productive
TF 6	PACE	nonperforming	o	o	o	o	o	o	o	o	o	o	adept
TF 7	ATTENDANCE	always absent	o	o	o	o	o	o	o	o	o	o	perfect attendance
TF 8	TIMING	unaware of time	o	o	o	o	o	o	o	o	o	o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o	o	o	o	o	o	o	o	o	o	fluid
PS 10	ACCURACY	no accuracy	o	o	o	o	o	o	o	o	o	o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o	o	o	o	o	o	o	o	o	o	deft
PS 12	CHOICES	nondiscriminating	o	o	o	o	o	o	o	o	o	o	discriminating
PS 13	DIRECTION	unable to follow	o	o	o	o	o	o	o	o	o	o	follows very complex directions
PS 14	MEMORY	no recall	o	o	o	o	o	o	o	o	o	o	retains information
PS 15	CAUTION	reckless	o	o	o	o	o	o	o	o	o	o	vigilant
T 16	REPETITIVENESS	off task	o	o	o	o	o	o	o	o	o	o	always on task
T 17	PERSEVERANCE	doesn't try	o	o	o	o	o	o	o	o	o	o	persistent
T 18	STAMINA	physically intolerant	o	o	o	o	o	o	o	o	o	o	endurance
A 19	READING	nonreader	o	o	o	o	o	o	o	o	o	o	functional reader
A 20	MATH	no number concepts	o	o	o	o	o	o	o	o	o	o	functional computation
A 21	WRITING	nonwriter	o	o	o	o	o	o	o	o	o	o	functional writer

4.04 JOB NUMBER

JOB: Day Care Helper

GENERAL DESCRIPTION: To assist with care of one or more children for part of a day in a private facility with or without the parent present.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

4.05 JOB NUMBER

JOB: Messenger Person (Office)

GENERAL DESCRIPTION: To perform varying messenger duties within the organization, such as mail pick-up and delivery, interoffice communications, materials' distribution, and errands.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

4.06 JOB NUMBER

JOB: Parking Lot Attendant

GENERAL DESCRIPTION: To assist in parking cars, cleaning lot, dispersing and collecting tickets, handling money.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive		communicative
SS 2	SOCIABILITY	antisocial		sociable
SS 3	WORK INDEPENDENCE	constant supervision		self-directed
SS 4	APPEARANCE	squalid		fashionable
SS 5	TEAMWORK	uncooperative		productive
TF 6	PACE	nonperforming		adept
TF 7	ATTENDANCE	always absent		perfect attendance
TF 8	TIMING	unaware of time		always meets time requirements
PS 9	SIMULTANEITY	discoordinate		fluid
PS 10	ACCURACY	no accuracy		perfect accuracy
PS 11	DEXTERITY	uncoordinated		deft
PS 12	CHOICES	nondiscriminating		discriminating
PS 13	DIRECTION	unable to follow		follows very complex directions
PS 14	MEMORY	no recall		retains information
PS 15	CAUTION	reckless		vigilant
T 16	REPETITIVENESS	off task		always on task
T 17	PERSEVERANCE	doesn't try		persistent
T 18	STAMINA	physically intolerant		endurance
A 19	READING	nonreader		functional reader
A 20	MATH	no number concepts		functional computation
A 21	WRITING	nonwriter		functional writer

III. JOB ENTRY LEVEL PROFILE

EMPLOYABILITY ASSESSMENT INSTRUMENT

4.07 JOB NUMBER

JOB: Senior Citizens Care Aide

GENERAL DESCRIPTION: To assist senior citizens in shoppin for food, paying bills, washing clothes, lifting, bending, and stooping; to talk with senior citizens, and to help clean up after meals.

CRC REF	EMPLOYABILITY SKILLS	LOW DESCRIPTOR (1)	LEVELS OF PERFORMANCE 1 2 3 4 5 6 7 8 9 10	HIGH DESCRIPTOR (10)
SS 1	SELF EXPRESSION	unresponsive	o o o o o o o o o o	communicative
SS 2	SOCIABILITY	antisocial	o o o o o o o o o o	sociable
SS 3	WORK INDEPENDENCE	constant supervision	o o o o o o o o o o	self-directed
SS 4	APPEARANCE	squalid	o o o o o o o o o o	fashionable
SS 5	TEAMWORK	uncooperative	o o o o o o o o o o	productive
TF 6	PACE	nonperforming	o o o o o o o o o o	adept
TF 7	ATTENDANCE	always absent	o o o o o o o o o o	perfect attendance
TF 8	TIMING	unaware of time	o o o o o o o o o o	always meets time requirements
PS 9	SIMULTANEITY	discoordinate	o o o o o o o o o o	fluid
PS 10	ACCURACY	no accuracy	o o o o o o o o o o	perfect accuracy
PS 11	DEXTERITY	uncoordinated	o o o o o o o o o o	deft
PS 12	CHOICES	nondiscriminating	o o o o o o o o o o	discriminating
PS 13	DIRECTION	unable to follow	o o o o o o o o o o	follows very complex directions
PS 14	MEMORY	no recall	o o o o o o o o o o	retains information
PS 15	CAUTION	reckless	o o o o o o o o o o	vigilant
T 16	REPETITIVENESS	off task	o o o o o o o o o o	always on task
T 17	PERSEVERANCE	doesn't try	o o o o o o o o o o	persistent
T 18	STAMINA	physically intolerant	o o o o o o o o o o	endurance
A 19	READING	nonreader	o o o o o o o o o o	functional reader
A 20	MATH	no number concepts	o o o o o o o o o o	functional computation
A 21	WRITING	nonwriter	o o o o o o o o o o	functional writer

STATISTICAL MEASURE Mean COMMUNITY JOB CLUSTERS JOB CLUSTER 1 (Job Nos. 1.01-1.20)	1.01 Assembler	1.02 Auto Interior Cleaner	1.03 Bus Cleaner	1.04 Cart Person	1.05 Carton Assembler	1.06 Dishwasher (Commercial)	1.07 Dishwasher/Hswkr. (Domestic)	1.08 Egg Sorter	1.09 Fruit & Berry Picker	1.10 Garbage/Trash Collector
1. Self Expression	4.66	3.53	4.26	4.13	4.40	4.00	3.86	3.73	3.46	4.13
2. Sociability	4.13	2.93	3.86	4.60	4.00	4.00	3.53	3.93	3.46	4.20
3. Work Independence	6.33	5.66	6.13	6.20	5.66	5.86	5.66	5.33	5.00	5.13
4. Appearance	5.13	4.33	4.33	6.33	4.73	5.40	5.40	4.66	4.20	3.93
5. Teamwork	4.93	4.60	4.86	5.53	5.13	5.93	4.60	4.93	5.20	5.33
6. Pace	7.73	6.46	6.13	6.06	7.26	7.40	6.53	6.80	6.60	6.20
7. Attendance	5.80	5.46	5.26	5.73	5.73	5.93	5.66	5.60	5.53	5.73
8. Timing	6.53	6.00	5.80	6.13	7.06	6.60	5.86	6.40	5.86	6.53
9. Simultaneity	6.33	4.86	4.53	4.53	6.06	5.60	5.06	4.93	5.00	4.53
10. Accuracy	7.86	5.80	5.73	6.40	7.40	6.20	6.06	7.33	5.86	5.53
11. Dexterity	7.66	5.46	5.40	5.60	7.40	5.20	5.73	5.93	6.40	4.93
12. Choices	5.46	4.53	4.66	5.53	5.60	5.13	5.20	5.26	5.53	4.66
13. Direction	6.06	5.20	5.60	6.13	6.20	5.80	5.66	5.26	5.53	5.26
14. Memory	5.60	4.53	5.26	5.66	5.86	5.20	4.86	5.73	5.00	5.00
15. Caution	6.40	5.53	6.13	6.33	6.60	6.73	5.80	5.66	6.53	6.40
16. Repetitiveness	6.60	7.06	6.53	5.80	6.20	7.13	6.73	6.13	7.00	7.40
17. Perseverance	6.80	5.86	5.93	5.53	6.93	6.33	6.06	6.20	6.00	6.46
18. Stamina	6.80	6.40	6.20	6.00	6.73	6.73	6.53	6.60	7.06	7.46
19. Reading Level	4.40	2.46	2.86	4.00	3.53	2.60	2.80	2.93	3.06	2.73
20. Math Skills	4.26	2.40	2.80	3.46	4.40	2.80	2.66	4.66	4.00	2.66
21. Writing Skills	2.80	1.93	2.46	3.13	2.73	1.86	1.93	2.33	2.40	2.06

STATISTICAL MEASURE

Mean

COMMUNITY JOB CLUSTERS

JOB CLUSTER 1
(Job Nos. 1.01-1.20)

	1.11 Grass Cutter	1.12 Packager	1.13 Sanitation Worker	1.14 Site Clean-Up	1.15 Sorter	1.16 Stapler & Assembler	1.17 Street Department Laborer	1.18 Vacuum Cleaner Person	1.19 Vehicle Washer	1.20 Window Cleaner
1. Self Expression	4.00	4.33	4.46	4.40	4.46	3.93	4.53	4.26	3.40	4.46
2. Sociability	3.46	3.80	4.20	3.73	3.86	4.06	4.46	4.00	3.26	4.06
3. Work Independence	5.46	6.33	5.86	6.00	6.60	6.46	4.66	5.86	5.26	6.06
4. Appearance	4.26	5.13	4.40	4.53	5.13	5.00	4.80	5.86	4.33	4.86
5. Teamwork	4.20	5.40	5.53	5.53	5.53	4.93	5.66	4.93	5.26	5.40
6. Pace	6.26	7.60	6.00	5.93	7.66	7.53	6.26	6.26	6.80	6.66
7. Attendance	5.80	5.80	5.46	5.53	5.80	5.66	5.53	5.53	5.46	5.60
8. Timing	5.40	6.73	6.33	5.80	6.53	7.13	6.40	5.60	6.13	5.60
9. Simultaneity	4.40	6.46	4.80	5.06	5.66	6.26	4.93	4.86	4.93	4.93
10. Accuracy	5.73	7.46	5.66	5.66	6.46	7.46	5.66	6.13	6.20	6.33
11. Dexterity	5.06	7.40	5.40	5.33	7.60	7.00	5.26	5.46	5.66	6.00
12. Choices	4.80	5.26	5.06	5.93	4.66	5.80	5.13	5.06	4.46	5.33
13. Direction	5.46	5.66	5.86	6.26	5.06	6.20	5.60	6.00	5.60	5.80
14. Memory	4.53	5.66	5.33	5.33	5.33	5.60	5.13	5.53	4.93	5.40
15. Caution	6.40	6.00	6.66	7.06	5.66	6.86	6.73	5.93	6.33	6.60
16. Repetitiveness	6.73	6.33	6.60	6.40	7.00	6.86	6.53	7.00	7.00	7.20
17. Perseverance	6.00	7.13	5.66	6.13	7.33	7.33	5.86	5.86	5.80	6.33
18. Stamina	6.86	6.73	6.80	6.80	6.80	6.73	6.93	6.20	6.86	7.06
19. Reading Level	3.20	4.26	3.93	3.00	4.00	3.73	4.20	3.33	2.86	3.00
20. Math Skills	3.06	5.20	3.26	2.73	3.93	3.93	3.26	3.00	3.06	2.93
21. Writing Skills	2.60	3.13	2.80	2.20	2.66	3.40	2.66	2.53	2.33	2.26

STATISTICAL MEASURE

Mean

COMMUNITY JOB CLUSTERS

JOB CLUSTER 2
(Job Nos. 2.01-2.06)

	2.01 Farm Hand	2.02 Grounds Keeper's Helper	2.03 Landscaping Laborer	2.04 Laundry Aide (Health)	2.05 Laundry Service Helper (Commercial)	2.06 Lawn Worker (Domestic)				
1. Self Expression	4.60	4.93	4.86	4.93	5.00	5.00				
2. Sociability	3.73	4.73	4.60	4.53	4.80	4.33				
3. Work Independence	5.26	5.66	5.20	5.46	5.86	5.86				
4. Appearance	4.00	4.60	4.53	5.60	6.20	5.00				
5. Teamwork	5.40	5.53	5.20	6.06	5.80	4.80				
6. Pace	6.26	6.06	6.13	6.60	6.46	6.06				
7. Attendance	5.40	5.60	5.40	5.66	5.80	5.46				
8. Timing	5.93	5.66	5.80	6.60	6.46	5.86				
9. Simultaneity	5.20	4.80	5.13	5.00	4.93	4.86				
10. Accuracy	5.86	5.53	6.00	6.26	6.33	6.00				
11. Dexterity	5.80	5.46	5.46	5.40	5.80	5.40				
12. Choices	5.20	5.60	5.06	5.26	5.53	5.46				
13. Direction	5.80	5.93	5.73	6.00	6.26	5.86				
14. Memory	5.33	5.13	5.46	5.40	5.73	5.26				
15. Caution	7.06	6.40	6.80	5.93	6.53	6.73				
16. Repetitiveness	6.33	6.33	6.33	6.26	6.80	6.46				
17. Perseverance	5.40	5.80	5.60	6.00	6.06	5.40				
18. Stamina	6.93	6.80	7.20	6.20	6.40	6.86				
19. Reading Level	3.66	3.73	3.86	4.13	4.26	3.66				
20. Math Skills	3.93	3.73	3.80	4.13	4.06	3.33				
21. Writing Skills	2.86	2.80	2.93	3.40	3.53	2.73				

STATISTICAL MEASURE Mean COMMUNITY JOB CLUSTERS JOB CLUSTER 3 (Job Nos. 3.01-3.22)	3.01 Bus Person (Boy)	3.02 Copy Machine Operator	3.03 Custodial Aide	3.04 Dock/Freight Helper	3.05 Dock Worker	3.06 Food Service Helper (Health)	3.07 Food Service Helper (Hos.& Rec.)	3.08 Gardener	3.09 Garage Helper	3.10 General Maintenance Helper	3.11 Greenhouse Worker
1. Self Expression	5.53	5.73	5.73	5.33	5.26	5.66	6.20	5.13	5.60	5.93	5.40
2. Sociability	5.80	5.26	4.86	5.20	4.93	5.60	5.66	4.46	4.93	5.33	4.66
3. Work Independence	6.60	6.73	5.46	5.80	6.00	5.66	5.66	6.60	5.86	6.13	6.20
4. Appearance	6.26	7.06	5.53	4.66	4.66	6.88	6.86	5.26	4.60	5.00	4.73
5. Teamwork	6.53	5.93	6.00	6.46	6.46	6.86	6.46	4.73	6.06	6.13	5.13
6. Pace	7.33	7.26	6.06	6.60	6.60	6.73	6.66	5.80	6.06	6.73	6.20
7. Attendance	5.80	5.80	5.66	5.66	5.86	5.33	5.80	5.33	5.80	5.46	5.53
8. Timing	7.00	7.40	6.06	7.00	6.73	7.33	7.06	5.80	6.06	6.26	6.26
9. Simultaneity	6.53	6.00	5.13	5.80	5.60	6.40	6.46	5.00	5.46	5.46	5.40
10. Accuracy	6.26	6.53	5.66	6.93	6.53	7.40	6.53	6.00	5.80	6.53	6.26
11. Dexterity	6.13	6.93	5.86	6.13	5.86	6.26	6.46	5.53	6.00	6.33	6.13
12. Choices	6.26	6.13	5.93	5.93	5.60	6.33	6.13	6.06	5.46	6.06	5.86
13. Direction	6.40	6.73	6.53	6.33	6.20	6.53	6.33	6.33	6.13	6.73	6.33
14. Memory	6.06	5.86	5.80	5.80	5.93	6.40	6.26	5.66	6.06	6.33	6.20
15. Caution	6.46	6.53	6.73	7.73	7.40	7.06	6.80	5.93	7.00	6.80	6.93
16. Repetitiveness	7.40	5.93	6.26	6.40	6.20	6.13	6.33	6.13	6.33	5.86	6.06
17. Perseverance	6.86	6.73	5.53	6.53	6.66	6.33	6.13	5.86	6.06	6.06	5.86
18. Stamina	6.93	6.00	6.46	7.20	7.73	6.26	6.46	7.06	6.40	6.26	6.46
19. Reading Level	4.20	5.33	4.20	3.60	3.66	5.53	5.53	4.60	3.66	5.06	4.73
20. Math Skills	3.73	5.20	3.73	4.13	4.53	5.33	4.80	4.00	3.53	4.93	4.60
21. Writing Skills	2.93	4.26	4.00	3.66	3.80	4.46	3.93	3.53	3.00	4.53	4.20

STATISTICAL MEASURE

Mean

COMMUNITY JOB CLUSTERS

JOB CLUSTER 3
(Job Nos. 3.01-3.22)

	3.12 Grounds Care Helper	3.13 Housekeeper's Helper (Health)	3.14 Housekeeper's Helper (Motel)	3.15 Machine Feeder	3.16 Mason's Helper	3.17 Materials Handler	3.18 Mover's Helper	3.19 Painter's Helper	3.20 Sack Boy	3.21 Shipping Department Helper	3.22 Stock Person
1. Self Expression	5.40	5.60	5.73	4.66	5.93	5.60	5.40	5.93	5.40	6.06	5.73
2. Sociability	4.73	5.33	4.86	4.46	4.66	5.06	4.86	5.00	5.80	5.60	5.46
3. Work Independence	6.06	6.00	6.20	5.46	6.26	5.93	5.06	5.66	5.86	5.86	5.86
4. Appearance	4.60	6.40	7.20	5.26	4.80	4.93	4.60	4.66	6.73	5.00	6.06
5. Teamwork	5.86	6.13	5.40	5.53	6.40	6.13	6.20	6.60	6.46	6.86	5.93
6. Pace	5.93	6.66	7.06	7.53	7.00	6.40	6.46	6.86	6.93	6.66	6.73
7. Attendance	5.60	5.46	5.73	6.00	5.53	5.66	5.86	5.66	5.86	5.80	5.73
8. Timing	5.73	6.53	6.53	6.93	6.73	6.46	6.06	6.13	6.53	7.00	6.53
9. Simultaneity	4.93	5.93	5.46	6.33	5.73	5.93	4.80	5.40	6.20	6.00	6.00
10. Accuracy	5.66	6.40	6.60	7.20	6.86	6.40	5.60	6.86	6.13	7.00	6.53
11. Dexterity	5.20	6.06	6.06	6.93	6.46	6.46	6.13	6.66	6.00	6.20	6.33
12. Choices	5.33	6.20	6.00	5.13	5.86	5.73	5.46	5.60	6.20	6.33	5.00
13. Direction	5.86	6.73	6.73	5.80	6.40	6.40	6.00	6.06	5.93	6.73	6.66
14. Memory	5.33	6.06	6.00	6.00	5.86	6.20	5.06	5.73	5.66	5.80	7.26
15. Caution	6.60	6.66	6.33	7.33	7.40	6.80	6.93	7.00	6.40	7.13	6.66
16. Repetitiveness	6.06	6.33	5.73	6.86	6.86	6.66	5.80	6.86	6.73	6.26	6.86
17. Perseverance	5.86	6.00	5.93	7.13	6.33	6.40	6.06	6.26	7.00	6.26	6.73
18. Stamina	6.93	6.40	6.53	6.73	7.06	7.20	6.80	6.66	6.73	7.13	7.00
19. Reading Level	3.86	3.60	3.86	3.26	3.86	4.66	3.13	4.00	3.73	3.40	5.33
20. Math Skills	3.93	3.66	3.53	3.80	4.73	4.66	3.06	4.06	3.73	5.40	4.13
21. Writing Skills	3.13	3.33	3.00	2.66	3.20	3.33	2.53	3.20	2.33	4.73	5.60

STATISTICAL MEASURE

Mean

COMMUNITY JOB CLUSTERS

JOB CLUSTER 4

(Job Nos. 4.01-4.07)

	Building Maintenance Helper 4.01	Carpenter's Helper 4.02	Chef's Helper 4.03	Day Care Helper 4.04	Messenger Person (Office) 4.05	Parking Lot Attendant 4.06	Senior Citizen Care Aide 4.07			
1. Self Expression	6.46	6.66	6.53	7.73	6.33	6.66	7.33			
2. Sociability	5.40	5.53	5.33	7.73	7.00	6.46	7.86			
3. Work Independence	6.00	6.06	6.13	7.06	6.60	5.86	6.86			
4. Appearance	5.33	5.20	7.33	6.66	7.26	6.86	7.13			
5. Teamwork	6.40	6.66	7.06	7.06	6.73	5.80	6.46			
6. Pace	6.13	6.73	6.73	6.20	5.66	6.40	6.26			
7. Attendance	5.80	5.60	5.93	5.80	5.93	5.73	5.80			
8. Timing	6.13	6.46	7.40	6.33	7.26	6.93	5.86			
9. Simultaneity	5.20	5.80	6.60	5.80	5.73	5.73	5.86			
10. Accuracy	6.20	7.06	7.26	5.60	5.66	4.93	6.26			
11. Dexterity	5.66	6.40	6.73	5.53	5.13	5.53	5.60			
12. Choices	5.73	6.26	6.00	5.86	6.40	6.40	6.40			
13. Direction	6.33	6.60	7.53	6.66	6.33	6.73	7.26			
14. Memory	6.46	6.40	6.80	6.73	5.66	5.53	6.86			
15. Caution	6.80	7.93	7.40	6.26	5.66	6.66	7.46			
16. Repetitiveness	6.26	5.93	5.53	6.20	6.26	6.73	5.60			
17. Perseverance	6.13	6.46	6.00	5.86	5.73	6.20	6.06			
18. Stamina	6.60	7.40	6.20	6.53	5.73	6.13	6.46			
19. Reading Level	5.00	4.13	6.33	5.00	4.73	4.40	6.93			
20. Math Skills	4.46	4.80	5.13	4.20	3.86	5.20	5.13			
21. Writing Skills	3.86	3.73	5.00	4.40	4.53	4.26	5.60			

COMMUNITY JOBS

TASK FORCE I IDENTIFICATION

CLUSTER	PRIMARY CHOICES	SECONDARY CHOICES	ALL OTHERS CATEGORY*	
TRANSPORTATION	Vehicle Washer Mover's Helper Auto Interior Cleaner	Bus Cleaner Garage Helper Dock Worker	Auto Reconditioner Preventative Maintenance Packing Dept. Scales Clerk Garage Custodian First Level Maintenance	Auto Service Taxi Cab Driver Pizza Delivery Laundry Route Cleaner's Del.Service
HEALTH	Laundry Aide (Health Facil.) Cart Person Housekeeper Helper (Health Facil.)	Grounds Keeper Helper (Health Facil.) Food Service Helper Senior Citizen Care Aide	Laundry Sorter Hospital-Delivery Custodial Empty Wastebasket	Orderly Companion Supply Laundry Folding
HOSPITALITY and RECREATION	Dishwasher (Commercial) Housekeeper Helper (Hotel Facility)	Busboy Food Service Helper	Grounds Keeper Park Maintenance Waitress-Waiter Leadout (Race Track) Ticket Taker Child Care Amusement Park Labor Room Service Trackboy	Bowling Alley Worker Swimming Pool Helper Golf Caddy Maid Theater Maintenance Bell-Boy (Hotel) Lifeguard Basket Attendant Exercise Boy (Horses)
PERSONAL SERVICE	Laundry Service Helper (Commercial Laundry) General Maintenance Helper Gardener Lawn Worker (Domestic) Grass Cutter	Window Cleaner	Nursing Ass't Window Cleaning Painter Houseworker Carpet Cleaner Shop Clean-up Babysit Auto Care	Child Care Helper Gardener (Greenhouse) Board Kennel Worker Child Care Furniture Mover Companion Carpet Layers Sandwich Maker

*NOTE: The following community job areas were listed by the committee. These are listed as informational items only. The primary listing meets the project requirement; therefore, a validation was not made of this listing.

COMMUNITY JOBS — TASK FORCE I IDENTIFICATION

CLUSTER	PRIMARY CHOICES	SECONDARY CHOICES	ALL OTHERS CATEGORY	
CONSUMER and HOMEMAKING	Dishwasher/Houseworker (Domestic) Chef's Helper Day Care Helper	Vacuum Cleaner Person/Duster	Motel Housekeeping Household Mangement Custodian Laundry Helper Housecleaning Bakers Helper Self-Care Stock Clerk Yardwork	Crafts Personal Care Provider Dry Cleaner Helper Delivery Boy Grocery Buyer Seamstress Ironing Busboy
AGRICULTURE	Greenhouse Worker Farm Hand Landscaping Laborer	Fruit & Berry Picker Egg Sorter	Poultry Process Animal Care Lumbermill Laborer Nursery Worker Tree Service Helper Machinery Operator Groundskeeper Planter Cheese Factory Labor Egg & Vegetable Sorter	Stockman Dairy Farm Worker Crop Spraying Tree Planter Fish Hatchery Lawn & Gardening Work in Grain Store Feedmill Worker Minor Maintenance & Clean.
PUBLIC SERVICE	Street Dept. Laborer Sanitation Worker Garbage/Trash Collector	Building Maintenance Helper Grounds Care Helper	Kitchen Help Road Maintenance Laundry Work Park Mowing Building Custodian Snow Removal Landscaping, Cleaning Up Custodian Sewage Clean Up Garbage Collector	Sewer Cleaner Labor Meter Reading Street Sweeper Dog Pound Attendant Gas Station Attendant Carry-out Delivery Food Orders Usher-Porter Checkroom Worker Counter Work

COMMUNITY JOBS

TASK FORCE I IDENTIFICATION

CLUSTER	PRIMARY CHOICES	SECONDARY CHOICES	ALL OTHERS CATEGORY	
MANUFACTURING	Assembler Packager Sorter	Machine Feeder Shipping Department Helper	Brickyard Labor General Labor Crew Skidmaker Sawmill Pallet Bldr. Press Operator Press Operation Minor Maintenance Materials Handler Drill Press Operator	Beltman (Conveyor) Routine Checker Debur Methal Storage & Sizing Machine Set-up Fork Lift Operator Security Furniture Reconditioning
CONSTRUCTION	Site Clean-up Painter's Helper Masonary Helper	Carpenter's Helper Materials Handler	Painter Welder's Helper Flagman Backhoe Helper General Laborer Custodial Work Dry Wall Laborer	Stacking & Carrying Insulation Instal.Helper Sorting Hardware Well Drillers Helper Delivery Assistant Carpet Layer Ass't.
BUSINESS and OFFICE	Custodial Aide Messenger Person (Inner office delivery) Copy Machine Operator	Stapler and Assembler Parking Lot Attendant	Clerical Helper Switchboard Janitor Answering Phone File Work Operate Buffer Telephone Solicitor	Operate Duplicator Mail Clerk Office Machine Operator Envelope Stuffing Stockworker Material Handler Teachers Aid
MARKETING and DISTRIBUTION	Dock/Freight Helper Stock Person	Carton Assembler Sack Boy	Packaging Warehouse Man Food Processor Warehouse Clean-up Truck Helper Product Packager Delivery Person Sample Deliverer Telephone Canvass	Food Locker - Helper Printers Aide Truck Loader Assembly Bagging & Boxing Newspaper Delivery Handbill Distribution Billboard-Poster Hanger

STATISTICAL MEASURE

APPENDIX B
EMPLOYABILITY LEVEL
AVERAGE OF ALL JOBS

COMPOSITE AVERAGE - ALL JOBS

1. Self Expression	4.68
2. Sociability	4.30
3. Work Independence	5.80
4. Appearance	5.37
5. Teamwork	5.38
6. Pace	6.52
7. Attendance	5.62
8. Simultaneity	5.05
9. Timing	6.15
10. Accuracy	6.15
11. Dexterity	5.67
12. Choices	5.40
13. Direction	6.03
14. Memory	5.37
15. Caution	6.35
16. Repetitiveness	6.41
17. Perseverance	5.92
18. Stamina	6.56
19. Reading Level	3.58
20. Math Skills	3.65
21. Writing Skills	2.88